

BCHS Procedures for Work Experience 2025 - 2026

A student can collect credits through work experience if they have a job. They must **be 15 years of** age and also have **completed HCS 3000** (a one credit job safety module.) A student makes initial contact with Mrs. Bondarchuk and gives the name & contact phone number of the business where they are working.

1. Mrs. Bondarchuk **and /or** the employer fills out a work agreement (going over hours the student can work), learning plan, goes through a safety checklist for the employer (with Mrs. Bondarchuk or Ms. Wilkinson), and talks about WCB coverage through Alberta Education
 - i. Students are covered through Alberta Education's WCB if working between the hours of 7:00 am and 10:00 pm
2. The student takes home the off campus paperwork home to be signed. (work agreement, learning plan, and parent consent form). The student will then **return these signed papers** to Mrs. Bondarchuk **asap! (if using for a block of work experience during the school day – students will have approximately 3 weeks to get this initial paperwork signed and returned.**
3. Mrs. Bondarchuk **will then** hand out two months of blank time sheets & the midterm and final evaluation.
4. The student keeps track of their tasks and hours **monthly** and turns in the signed timesheet (in at the beginning of the following month (**both employer and student must sign**) each month to Mrs. Bondarchuk (in Room 47 – black hand in folder on the whiteboard in her room.)
5. During the first week of November (semester 1) or the first week of April (semester 2) students will get the supervisor to fill out the midterm evaluation. The final evaluation will be filled out the 1st week of January (semester 1) or the first week of June (semester 2) and must be signed by **both student and supervisor**
6. The student also completes (as soon as possible) the tasks in the **Off campus Google classroom** which goes toward the work experience mark. See breakdown below.

Mrs. Bondarchuk will input a grade into power school to end up as Work Experience credits on the student's "Detailed Academic Report." Mrs. Bondarchuk can claim a **minimum of 3 credits (75 hours) up to a maximum of 30 credits (750 hours)** . **Please note that only a maximum of 15 credits can be counted towards the 100 credit high school diploma...**

7. At the end of the semester, the student tells Mrs. Bondarchuk if they are continuing on either through the summer or into the next semester for work experience.

Work Experience Grade Calculation

<u>Report 1 Mark</u> (40% of final mark) 5% Job list 5% Relevant Skills list 5% Strengths and Areas of Growth list 5% Cover Letter 5% Resume all items above are in google classroom 15% Time Sheeting Completion and <u>Timely Return</u> (including reporting to your supervisor when you are absent) 60% Midterm Employer Evaluation	<u>Report 2 Mark</u> (60% of final mark) 5% Journal 5% Job Profile 5% Thank You Letter all items above are in google classroom 15% Time Sheeting Completion and <u>Timely Return</u> (including reporting to your supervisor when you are absent) 70% Final Employer Evaluation
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BCHS Work Experience Responsibility Checklist 2025-2026 School Year

<u>Student Responsibility</u>	<u>Parent Responsibility</u>	<u>Employer / Supervisor Responsibility</u>
-Pick up paperwork from Mrs. Bondarchuk and read through the BCHS Procedures for Work Experience <input type="checkbox"/>	-read through the BCHS Procedures for Work Experience and the Parent Information Sheet <input type="checkbox"/>	-go through Pembina Hills Safety checklist with Mrs. Bondarchuk or Ms. Wilkinson <input type="checkbox"/>
-take work agreement & Learning plan to employer to fill out & sign <input type="checkbox"/>	-sign work agreement <input type="checkbox"/>	-sign work agreement <input type="checkbox"/>
-take parent consent and work agreement to parent / guardian to sign <input type="checkbox"/>	-sign parent consent <input type="checkbox"/>	- fill out and sign learning plan <input type="checkbox"/>
-sign work agreement & learning plan <input type="checkbox"/>		- <u>sign</u> monthly timesheets <input type="checkbox"/>
-fill out and total monthly timesheets, sign , & get employer / supervisor to sign <input type="checkbox"/>		-fill out midterm & final evaluation with checkmarks & sign <input type="checkbox"/>
-hand in paperwork on time (timesheets monthly & midterm / final evaluation twice a semester) <input type="checkbox"/> The black hand in folder is in on the whiteboard in room 47. Blank timesheets & evaluation sheets are also in the red folder in room 47		-contact Nicole Bondarchuk for at any time if there are issues (You will receive a business card with her contact information on it.) <input type="checkbox"/>
-complete Google Classroom tasks (If you want a grade above 80% you need to do this! <input type="checkbox"/> Work experience can be used towards Rutherford scholarship averages		-contact Nicole Bondarchuk immediately if there are student injuries, fill out WCB paperwork and send to Nicole Bondarchuk to put in the Alberta Education code. <input type="checkbox"/>